



Data Mapping

Solicitation

March 22, 2000



Data mapping: *Solicitation*

Once the purchase request has been created, users will be able to create the solicitation within the Purchasing Worksheet.

Accessing the Purchasing Worksheet

To access the *Purchasing* subsystem, users will click the *Worksheet* icon from the CSTAR desktop, this will display a list of subsystems (fig. 1).

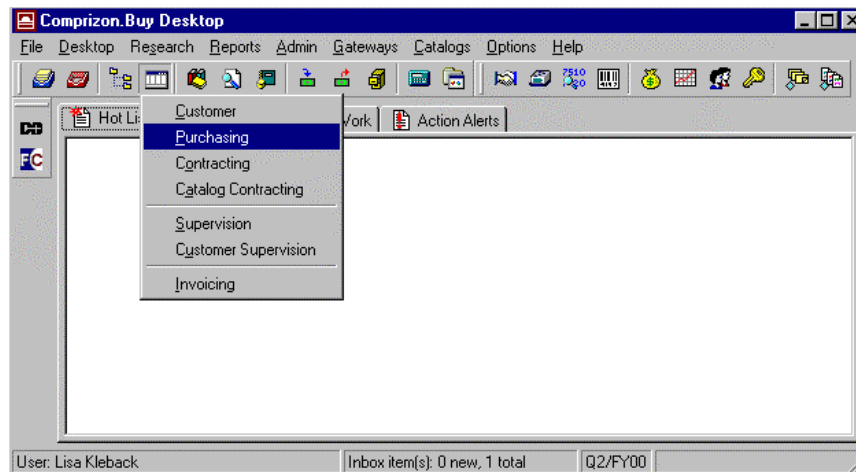


Figure 1 – Worksheet icon – subsystems

Highlight and click the *Purchasing* subsystem from the list, this will display the *Purchasing Worksheet* (fig. 2).

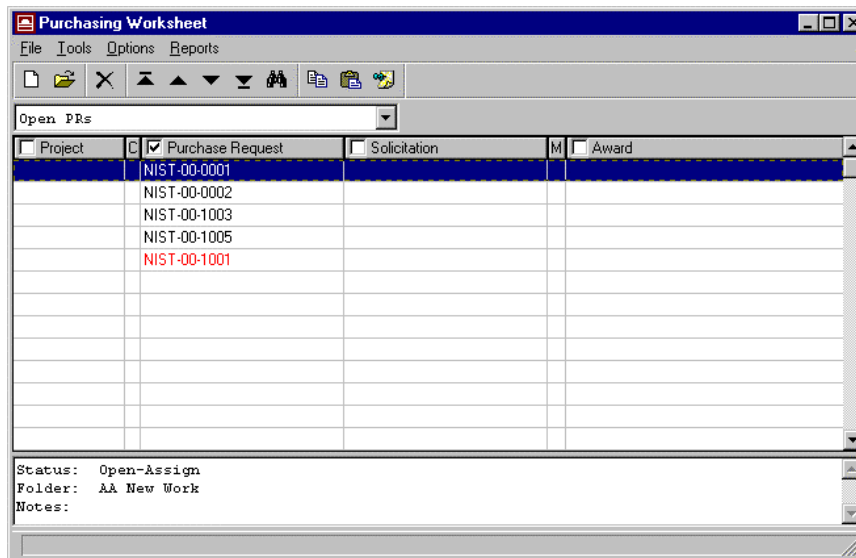


Figure 2 – Purchasing Worksheet

Highlight the purchase request that will be used to generate a solicitation, then mark the *Solicitation* column (fig. 3).

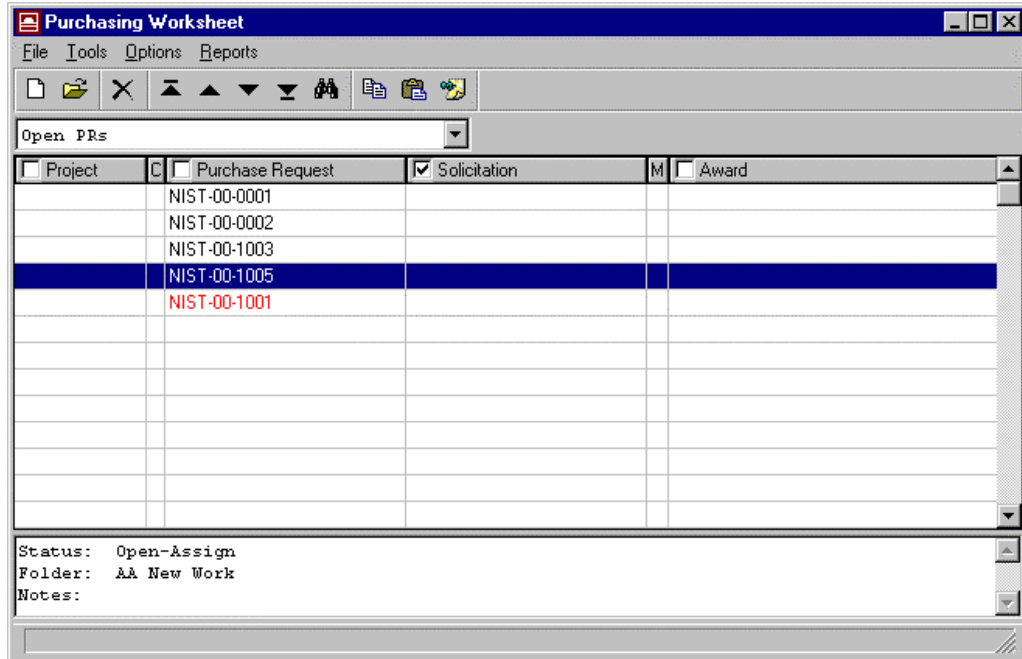


Figure 3 – Purchasing Worksheet - Solicitation column

Click the *New* button located on the toolbar that will display the *Solicitation PIIN Assignment Screen* (fig. 4).

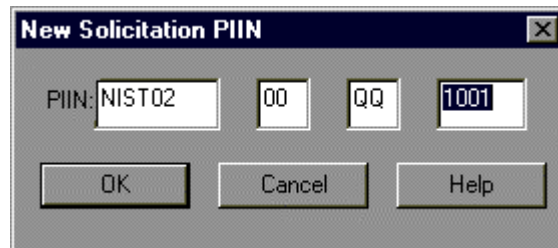


Figure 4 - Solicitation PIIN Assignment Screen

Field Name	Field Description
1st field	Activity Code Field Length: 6 alphanumeric characters
2nd field	Fiscal Year Field Length: Last 2-digit of the fiscal year
3rd field	Counter Code Based on the type of solicitation. Field Length: 2 -digit fiscal year
4th field	Serial Number Field Length: 4-Digit serial number

When finished, users will click the *OK* button that will display the *Solicitation Administrative Tab Screens*.

The *Solicitation Admin Screen* will display (fig. 5).

Figure 5 - Solicitation Admin Tab Screen

Enter pertinent information in the following corresponding fields. Be sure to use the <TAB> key to move from field to field.

Field Name	Field Description
Issue Date	Defaults to the current system date. Fill in the date on which the he/she intends to issue the Solicitation. Field Length: Date field Format: MM/DD/YYYY
Solicitation Form	Select the Solicitation form type SF33 - Solicitation, Offer, and Award SF1417 - Pre-Solicitation Notice (Construction Contracts) SF1442 - Solicitation, Offer, and Award (Construction, Alterantion, or Repair) SF1447 - Solicitation / Contract SF1449 - Solicitation / Contract / Order for Commercial Items Field Length: Drop-down list
Type of Solicitation	Select one of the following Solicitation types: RFP, RFQ, or IFB <i>Note: RFQ type most oftenly used for Simplified Acquisitions.</i> Field Length: Drop-down list
Supplies	The Supplies toggle box should be checked if this acquisition is for supplies. You may be soliciting for both supplies and services on the same solicitation you may check both the boxes. Field Length: Check box
Services	The Services toggle box should be checked if this solicitation is for Services.

Field Name	Field Description
	You may be soliciting for both Supplies and Services on the same solicitation you may check both the boxes. Field Length: Check box
Web Publish URL	The actual web page name will default into the URL field on the solicitation Admin screen when users create a new solicitation. The URL Prefix defaults from the 'URL Prefix' information set up by the SA/Web Administrator in CSTARS Admin-Defaults-Interface-Web Publish screen. The solicitation number (including dashes) completes the full URL address for this solicitation. Field Length: Max. 95 alphanumeric characters
CBD URL	If a synopsis is/was submitted and published on the web (to CBDNet or any agency's web site) entering the URL to the synopsis in this field allows you to publish the URL with the solicitation (and/or amendments) and a hyperlink from the solicitation to the synopsis can be produced on the solicitation's web page. Field Length: Max. 95 alphanumeric characters
Offers Due On	This date will print as the Quotations Due date or the Offers Due date, in the appropriate block, on the solicitation or pre-solicitation forms: SF1417, SF18, SF1442, SF33, and SF1449. Field Length: Date field Format: MM/DD/YYYY
Offers Due At	You may enter hours using the AM/PM designators or you may enter time using the 24-hour clock. Field Length: Time AM, PM, or 24-Hours
# of Copies Due	Enter # of copies contractor must return to gov't. Field Length: 1-digit field
Depository Location	Enter location (bldg., room etc.) to deliver offers. Field Length: Max. of 35 characters

When finished, click the *Properties* tab that will display the *Solicitation Properties Screen* (fig. 6).

Figure 6 - Solicitation Properties Tab Screen

Enter pertinent information in the following corresponding fields. Be sure to use the <TAB> key to move from field to field.

Note: All fields that default from the purchase request level are highlighted in bold text throughout the document.

Field Name	Field Description
Rating	If this is a rated order under DPAS (15 CFR 350), enter a valid rating in this field. Field Length: Max. 5-digit characters
SIC Code	Field Length: 4-digit SIC code
FSC Code	You may enter a Federal Supply Classification code. Since the FSCs may be different for each of the line items, you may change the FSC for each line item when required. Field Length: 4-digit FSC code
FSS Group	Field Length: Max. 6-digit characters
Set Aside	Select type of set-aside for restricted solicitations. If all or a portion of this solicitation is restricted for Small Business, Small Disadvantaged Business, 8(A) or Other type of set-aside, select the type of the set-aside. The appropriate box will be checked on the SF1449, SF1447 when printed. Field Length: Radio options
Size Standard	Enter the Small Business Size Standard required. The Size Standard will print in block 10 of the SF1449 along with the Set-Aside information and the SIC code for this solicitation. Below is basic information from the FAR about Size Standards in solicitations. SBA establishes small business size standards on an industry-by-industry basis. (See 13 CFR 121.) Small business size standards are applied by: 1- Classifying the product or service being acquired in the industry whose definition, as found in the Standard Industrial Classification (SIC) Manual, best describes the principal nature of the product or service being acquired. 2-Identifying the size standard SBA established for that industry. 3- Specifying the size standard in the solicitation so that offerors can appropriately represent themselves as small or large. Field Length: Max. of 6-digit alphanumeric characters
Delivery Information	Select appropriate Freight On Board designator. The FOB designation selected on the administrative screens is copied to each of the line items on the requisition, PR, solicitation or award. Since the FOB may be different for each of the line items, you may change the FOB designation for each line item when required. Field Length: 1 character

Field Name	Field Description
Deliver On	<p>Enter delivery date for items/services being procured.</p> <p>The Delivery Date entered on the administrative screens is copied to each of the line items on the requisition, PR, solicitation or award. Since the Delivery Dates may be different for each of the line items, you may change the date for each line item when required.</p> <p>Field Length: MM/DD/YYYY</p>

When finished, click the *Text* tab that will display the *Solicitation Text Screen* (fig. 7).

Figure 7 - Solicitation Text Tab Screen

Enter pertinent information in the following corresponding fields. Be sure to use the <TAB> key to move from field to field.

Note: All fields that default from the purchase request level are highlighted in bold text throughout the document.

Field Name	Field Description
Comments	<p>Enter comments/notations for this solicitation.</p> <p>The text entered in this field will print just before the first line item description.</p> <p>Field Length: Max. 2,000 alphanumeric characters</p>
Text File	<p>Text file will print after the line items and before the clauses. The SF36 continuation sheet can be used for : Statements of Work, Delivery Schedules, or Comments to the vendor. Entering a filename that points to an external ASCII file.</p> <p>When printing the SF18 or the SF1449 the system will automatically locate the designated file, print it as additional text after all the line items. For large contracts, printing on other standard forms, you may add text documents to the individual Uniform Contract Format (UCF) sections.</p>

Field Name	Field Description
	Field Length: Max. 50 alphanumeric characters
Browse button	If you do not know the filename, use the Browse button to locate both local and network drives. Field Length: N/A
Launch button	To open this file click on the Launch button. The system will automatically know what application (Word, Word Perfect etc.) associated with the file and you may then edit and save the file from this screen. Field Length: N/A
Template button	Locate templates. Field Length: N/A

When finished, click the *Addresses* tab that will display the *Solicitation Addresses Screen* (fig. 8).

Figure 8 - Solicitation Addresses Tab Screen

Enter pertinent information in the following corresponding fields. Be sure to use the *<TAB>* key to move from field to field.

Note: All fields that default from the purchase request level are highlighted in bold text throughout the document.

Field Name	Field Description
Issued By	Defaults from the purchase request level. Field Length: Address Code Max. 8 alphanumeric characters
Offer To	Enter a valid Offer To address code. Field Length: Address Code Max. 8 alphanumeric characters
Deliver To	Defaults from the purchase request level. Field Length: Address Code Max. 8 alphanumeric characters
Contract Office	Enter a valid Contract Office address code. Field Length: Address Code Max. 8 alphanumeric characters

When finished, click the *SF1442* tab that will display the *Solicitation SF1442 Screen* (fig. 9).

Figure 9- Solicitation SF1417 Tab Screen

Note: The SF1442 is used in CSTARS for Solicitations, Offers, and Awards pertaining to Construction, Alterations, or Repairs.

Enter pertinent information in the following corresponding fields. Be sure to use the <TAB> key to move from field to field.

Note: All fields that default from the purchase request level are highlighted in bold text throughout the document.

Field Name	Field Description
Performance Begins field	<p>Enter # of days by which performance must begin.</p> <p>Block 11 of the SF1442 requires that the government indicate to the offeror, the number of calendar days, after receipt of an Award or a Notice to Proceed, that performance must begin.</p> <p>Field Length: Max. 3 numeric characters</p>
Performance Ends field	<p>Enter # of days by which performance must be complete.</p> <p>Block 11 of the SF1442 indicates, to the offeror, that performance must begin X number of calendar days after receiving an Award or a Notice to Proceed, and be completed Y number of calendar days after receiving the Award or the Notice to Proceed.</p> <p>Enter the number of calendar days by which the contractor must complete his/her performance in this field.</p> <p>Field Length: Max. 4 numeric characters</p>
Performance Period	<p>Block 11 of the SF1442 indicates, to the offeror, that performance must begin X number of calendar days after receiving an Award or a Notice to Proceed, and be completed Y number of calendar days after receiving the Award or the Notice to Proceed.</p> <p>If this period of performance is negotiable, enter a reference to terms and conditions of negotiating. This text will print with other information, in block 11 of the SF1442.</p> <p>Field Length: Radio options</p>

Field Name	Field Description
If the period is negotiable see	Enter reference if period of performance is negotiable. Field Length: Max. 35 alphanumeric characters
Bonds	Check box if contractor is required to furnish bonds. Field Length: Check box
Bonds are Due	Enter # of calendar days after award bonds are due. Field Length: Max. 3 Numeric characters
Offer guarantee is required	Block 13B requires the government to designate whether an offer guarantee is required for the solicitation. Check this box if the offer guarantee is required. Field Length: Check box
Offer must provide within # of calendar days	Block 13D of the SF1442 requires the government to state the minimum number of days after the date offers are due, for Government acceptance. If the offeror provides less than the number of calendar days entered in this field, the offers will not be considered and will be rejected. Field Length: Max. 3 Numeric characters

When finished, users will click the *OK* button and return to the *Solicitation Summary Screen* (fig. 10).

Solicitation NIST02-00-QQ-1001

File Tools Options Gateways Forms

☐ [Administration](#)
Issue Date: 03/30/2000 Offers Due: 03/25/2000
Type: RFQ FSC: V127
Set-Aside: None

☐ [Bidders/Source List](#)
Number of Vendors: 0 Number of Responses: 0

☐ [Line Items](#)
Total Number: 2

☐ [Clauses](#)
No clauses. Document Type: Simplified Acquisition

☐ [Routing](#)
No routing information.

Notes:
No procurement notes.

Figure 10 - Solicitation Summary Screen

Creating a CBD Synopsis

Refer to "*CBD Tipsheet*" for information on how to create, modify and submit a CBD Synopsis.

Deliverables

Refer to "*Deliverables Tipsheet*" for information on how to utilize the deliverables feature in CSTARS.

Creating a Pre-Solicitation Notice

To create a Pre-Solicitation Notice, from the *Solicitation Summary Screen*, click the *Administration* hyperlink. The administrative portion of the solicitation will display.

Click the *SF1417* tab that will display the *Solicitation SF1417 Screen* (fig. 11).

Figure 11 - Solicitation SF1417 Tab Screen

The SF1417 is used in CSTARS for the Pre-Solicitation Notice with Construction Contracts.

Field Name	Field Description
Project Number	This field is optional however, if there is a project number or other identification code for this proposal/invitation, you may enter that text here and it will print on the SF1417 in block 1 and block 16. Field Length: Max. 16 alphanumeric characters
Project Title	The text entered in the Project Title field will print in block 7 of the SF1417 along with the text entered in Project Location. Field Length: Max. 50 alphanumeric characters
Project Location	The text entered in the Project Location field will print in block 7 of the SF1417, along with the text entered in the Project Title. Field Length: Max. 50 alphanumeric characters
Est Cost From	Enter the <u>minimum estimated cost</u> for this project. Block 10A and 10B of the SF1417 requires the government to enter an estimated cost range for the project to be bid. Enter the range in the two fields available: 'Est Cost From' and 'To' Field Length: Dollar Amount Format: 999,999,999,999.99
Est Cost To	Enter the <u>maximum estimated cost</u> for this project. Block 10A and 10B of the SF1417 requires the government to enter an estimated cost range for the project to be bid. Enter the range in the two fields available: 'Est Cost From' and 'To'. Field Length: Dollar Amount Format: 999,999,999,999.99
SF1417 Issue Date	You may accept today's date or enter a date that this Pre-solicitation Notice will be issued. If you are not sure when the Notice will be sent, you may

Field Name	Field Description
	change this date at a later time, when you are ready to print and send out the Notice. Field Length: Date field MM/DD/YYYY
Date Solicitation Available	Enter the date solicitation documents will be available. Since the SF1417 is a Pre-Solicitation Notice, the date printed in block 3 informs the offerors when the solicitation for this project will actually be available. Block 3 of the SF1417 does allow some flexibility by including the verbiage '(Approx.)' in block 3. Field Length: Date field Format: MM/DD/YYYY
SF1417 Return Date	The date by which the offeror must sign & return SF1417. The date entered in this field will print in block 15 of the SF1417. The offeror MUST sign and return the SF1417 to the issuing office on or before this date. The Issuing office is printed in block 6A of the SF1417. Field Length: Date field Format: MM/DD/YYYY
Time for Completion (days)	Enter calendar days allowed for 'Time for Completion'. Block 5 of the SF1417 requires the government to inform the offerors the number of days allowed for time for completion. Field Length: Max. 5 alphanumeric characters
Doc Charge	Amount charged to the offeror for a solicitation doc. If a charge is required by the offeror in order to receive the solicitation document(s), enter the amount in this field and it will be printed in block 8A of the SF1417. Solicitation document(s) will be issued to the offeror upon receipt of an affirmative response to this Pre-Solicitation Notice (SF1417) by the DUE DATE in block 15. If a charge is required for the solicitation document(s), the offeror must include a check or money order in the amount specified in block 8A, and made payable to the agency shown in block 9 when submitting the SF1417. If a refund is specified in block 8B, it will be made upon the return of the document(s) in good condition, without marks, notes or mutilations, within 20 calendar days after the final date for receipt of offers. Field Length: Dollar Amount field Format: 9,999,999,999.99
Amount is refundable	Check box if the document charge is refundable. Solicitation document(s) will be issued to the offeror upon receipt of an affirmative response to this Pre-Solicitation Notice (SF1417) by the DUE DATE in block 15. If a charge is required for the solicitation document(s), the offeror must include a check or money order in the amount specified in block 8A, and made payable to the agency shown in block 9 when submitting the SF1417. If a refund is specified in block 8B, it will be made upon the return of the document(s) in good condition, without marks, notes or mutilations, within 20 calendar days after the final date for receipt of offers. Field Length: Check box
Payable to	Enter payee for check/money order sent in by offerors. Name of Payee will print in block 9 of the SF1417.

Field Name	Field Description
	<p>Solicitation document(s) will be issued to the offeror upon receipt of an affirmative response to this Pre-Solicitation Notice (SF1417) by the DUE DATE in block 15. If a charge is required for the solicitation document(s), the offeror must include a check or money order in the amount specified in block 8A, and made payable to the agency shown in block 9 when submitting the SF1417.</p> <p>If a refund is specified in block 8B, it will be made upon the return of the document(s) in good condition, without marks, notes or mutilations, within 20 calendar days after the final date for receipt of offers.</p> <p>Field Length: Max. 20 alphanumeric characters</p>
Restricted to Small Business	<p>Indicate if the project is restricted to small business.</p> <p>Block 11 on the SF1417 requires users to designated whether offers covering this project are restricted to small business. Mark this box if the project is restricted to small business vendors only.</p> <p>Field Length: Check box</p>
Subcontracting Plan Required	<p>Indicate whether subcontracting plan is required.</p> <p>Block 12 on the SF1417 requires your to designated whether a subcontracting plan is required. Mark this box if the project requires a subcontracting plan.</p> <p>Field Length: Check box</p>

When finished, click the *OK* button that will return users to the *Solicitation Summary Screen*.

Open and Edit Admin portion of the Solicitation

From the *Solicitation Summary Screen*, select *File/Open/Administration* menu option to open and edit the administrative portion of the Solicitation.

View Admin portion of the Solicitation

From the *Solicitation Summary Screen*, select *File/View/Administration* menu option to view the administrative portion of the Solicitation.

Open and Edit the Solicitation Line Items

From the *Solicitation Summary Screen*, select *File/Open/Line Items* menu option to open and edit the line item portion of the Solicitation.

View the Solicitation Line Items

From the *Solicitation Summary Screen*, select *File/View/Line Items* menu option to view the line item portion of the Solicitation.

Solicitation Document

To access the *Solicitation Document Browser*, users will click the *Clauses* hyperlink from the *Solicitation Summary Screen*.

From the *Solicitation Document Browser*, users may change the document type, by selecting *Options/Change Document Type*, that will list the following chooses (fig. 12).

All five types are developed in the same manner using different contract matrices and section numbering.

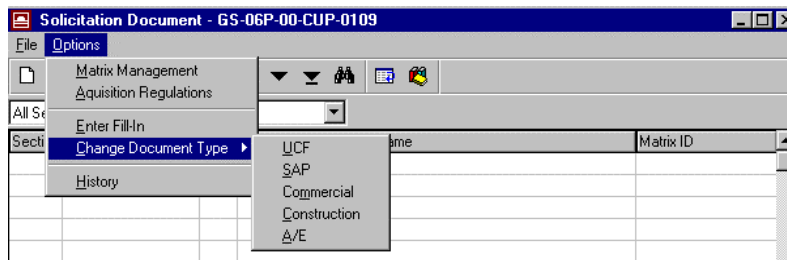


Figure 12 – Solicitation Document Browser - Document Types

To select a matrix, click the *Select Matrix* button from the *Solicitation Document Browser*.

From the *Select Local Matrices Screen*, highlight a matrix from within the list (fig. 13).

Click the *Select Clauses* button, that will automatically select all of the clauses within the highlighted matrix, and display the (fig. 13).

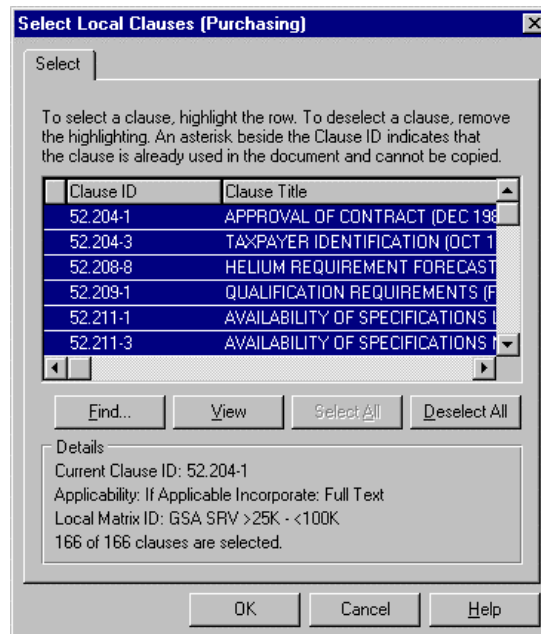


Figure 13 - Select Local Clauses Screen

Users can deselect specific clauses from the list, by holding down the <Ctrl> key, and selecting each individual clauses. Then release the <Ctrl> key.

Users will click the *OK* button (2 times), until they return to the *Solicitation Document Browser* (fig. 14).

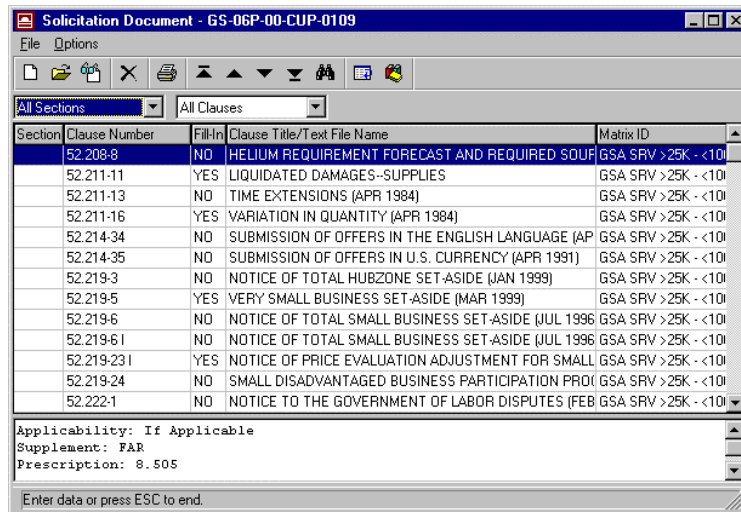


Figure 14 - Solicitation Document Browser

To enter clause fill-in's, users will highlight a clause that contains a "Yes" within the Fill-in column, which indicates that fill-in's are still needed for the clause, then click the *Open* button.

From the *Clause Screen*, users will click the *Fill-In* button, that will display the *Fill-in Screen*. Users will either enter a fill-in by clicking the *Insert* button and selecting an appropriate item from the list and clicking the *OK* button (fig. 15).

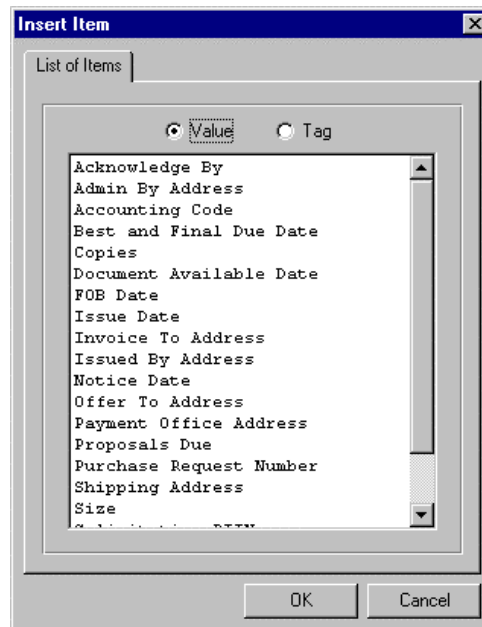


Figure 15 - Insert Screen

Otherwise, users will enter the fill-in manually within the lower portion of the *Fill-In Screen*. Be sure to have the *Preview* radio option selected, and click the *Apply* button, in order to save and display the new fill-in (fig. 16).

Fill In

Fill In

1 Insert amount

☒ Preview ☐ Fill in View

(a) If the Contractor fails to deliver the supplies or perform the services within the time specified in this contract, or any extension, the Contractor shall, in place of actual damages, pay to the Government as fixed, agreed, and liquidated damages, for each calendar day of delay the sum of _____

\$12,000

Insert

OK Cancel Apply Help

Figure 16 - Fill-In Screen

Click the *OK* button and return to the *Solicitation Document Browser*.

To delete a clause, users will highlight the clause that will be deleted, then click the *Delete* button.

Note: Users will not be able to delete required/mantatory clauses.

To add clauses, users will select *File/New/Clause* menu option (fig. 17).

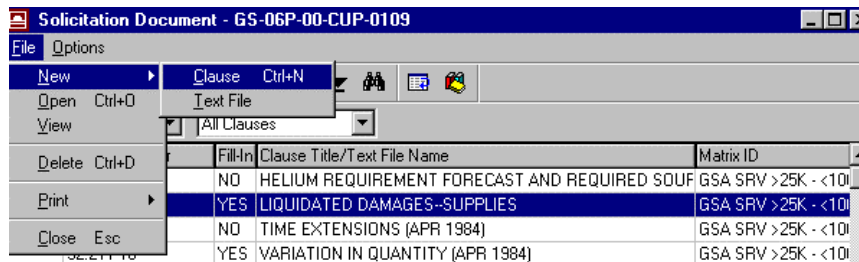


Figure 17 - File/New menu options

To add a text file, users will select *File/New/Text File* menu option (see fig. 17).

Issue the Solicitation

To issue the Solicitation, select *Tools/Issue*, from the *Solicitation Summary Screen* that will display the *Issue Solicitation Screen* (fig. 18).

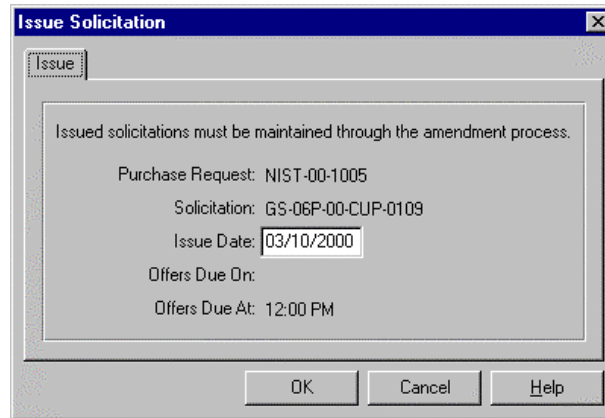
A screenshot of a software window titled "Issue Solicitation". It has a tab labeled "Issue". The main area contains the text "Issued solicitations must be maintained through the amendment process." followed by fields for "Purchase Request: NIST-00-1005", "Solicitation: GS-06P-00-CUP-0109", "Issue Date: 03/10/2000" (with a calendar icon), "Offers Due On:", and "Offers Due At: 12:00 PM". At the bottom are "OK", "Cancel", and "Help" buttons.

Figure 18 – Issue Solicitation Screen

Enter a new issue date, then click the *OK* button and return to the *Solicitation Summary Screen*.

Note: The new issue date will display on the *Solicitation Summary Screen* listed under the admin portion.

Issue a Solicitation Amendment

Once a solicitation has been issued, a solicitation amendment must be created in order to make necessary changes to the solicitation.

To access the *Amendments Browser*, users will select *Options/Amendments* menu option. Users will click the *New* button, and enter the amendment number (fig. 19), and click the *OK* button.

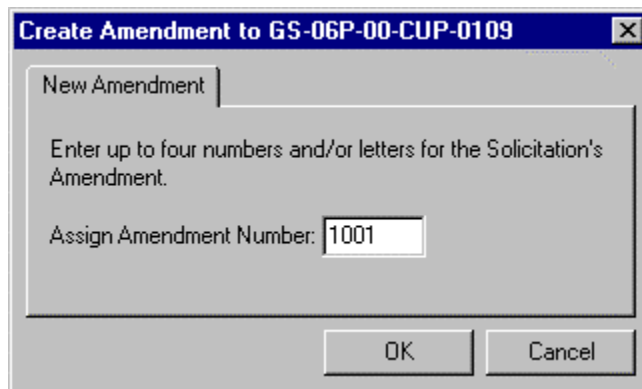
A screenshot of a software window titled "Create Amendment to GS-06P-00-CUP-0109". It has a tab labeled "New Amendment". The main area contains the text "Enter up to four numbers and/or letters for the Solicitation's Amendment." followed by a field "Assign Amendment Number: 1001". At the bottom are "OK" and "Cancel" buttons.

Figure 19 - Create Amendment Screen

Field Name	Field Description
Amendment Number	Field Length: 4-digit numeric number

The *Solicitation Amendment SF30 Admin Tab Screen* will display (fig. 20).

Figure 20 - Solicitation Amendment SF30 Screen

Enter pertinent information in the following corresponding fields. Be sure to use the <TAB> key to move from field to field.

Field Name	Field Description
Project Number	Defaults from the admin portion of the solicitation. Field Length: Max. 16 alphanumeric characters
Effective Date	Enter the amendment effective date. Today's date will default. Users may accept this date or enter a new effective date. This field will print in Block 2 of the SF30 Field Length: Date field Format: MM/DD/YYYY
Offers Due On	Defaults from the admin portion of the solicitation. Field Length: Date field Format: MM/DD/YYYY
Offers Due Date (checkbox)	Mark, if the specified date/time is extended. If the date and/or time specified for receipt of Offers is extended, mark the Toggle-Box. Include the new receipt of Offers time and date in the Description text file. Field Length: Check box
Cancellation Notice for Solicitation (checkbox)	Check if this amendment serves to cancel solicitation. This field flags the amendment as a "Cancelling Amendment." Although there isn't an actual solicitation status of "Canceled" this field may be used to send a cancellation notice to the Web if a site uses the Web Publish functionality in CSTARS or to FACNET if the site is using FACNET's EDI capabilities. Field Length: Check box
Contract must sign and return field	Defaults to "1". Otherwise, enter the # of copies the offeror must return to Gov't. Field Length: Max.2 numeric characters.

Click the *Description Tab* display the *Solicitation Amendment Description Tab Screen* (fig. 21).

Figure 21 - Solicitation Amendment Description Tab Screen

Enter pertinent information in the following corresponding fields. Be sure to use the <TAB> key to move from field to field.

Field Name	Field Description
Description	Users may enter short descriptions of 2,000 or less within the Descriptions field. The Description File may point to any type of file (MS Word, Excel, etc.) and will print as users description in Block 14 on the SF30. Field Length: Max. 2,000 alphanumeric characters.
Text File	Enter a pathname to link a file to this amendment.
Browse button	Click the <i>Browse</i> button to locate a text file that will be associated with this amendment.
Launch button	Click the <i>Launch</i> button if users wish to make an changes to the text file.
Templates button	Click the <i>Templates</i> button when working with Templates.

Click the *Addresses Tab* display the *Solicitation Amendment Addresses Tab Screen* (fig. 22).

Delete a Solicitation Amendment

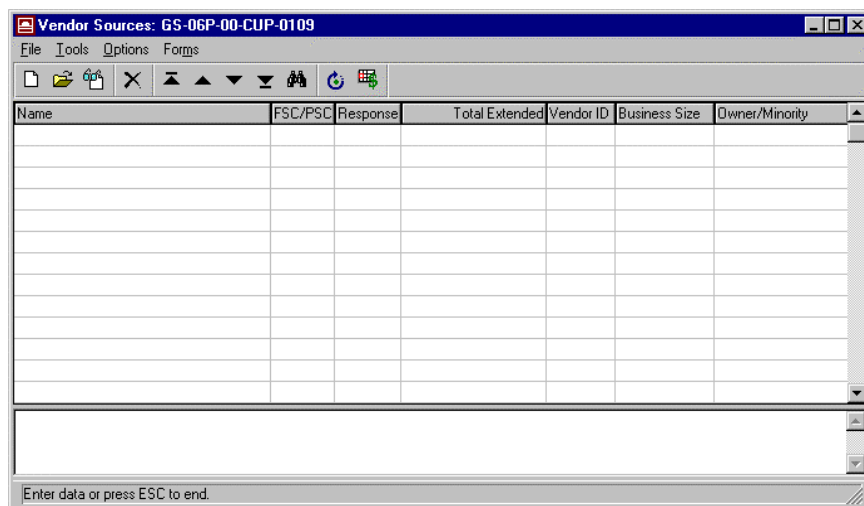
To delete a solicitation amendment, users will highlight the amendment, then click the *Delete* button from the *Amendments Browser*. The solicitation amendment has been deleted.

Supporting Documentation

Refer to "*Supporting Documentation Tipsheet*" for information on how to utilize the support document feature in CSTARS.

Creating a Bidder's Mailing List/Vendor Sources

To access the Vendor Sources Browser, click the *Bidders/Source List* hyperlink from the *Solicitation Summary Screen*. The *Vendor Sources Browser* will display (fig. 24).

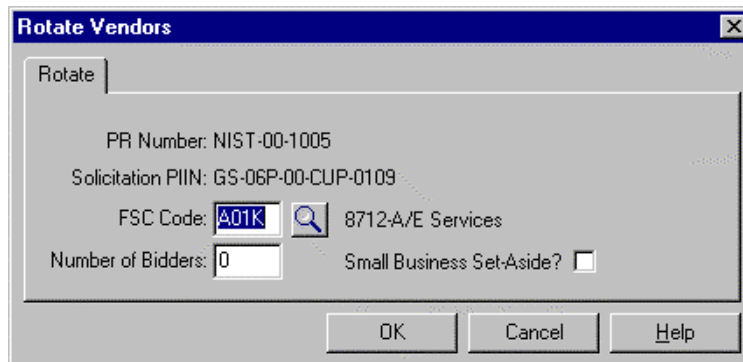


The screenshot shows a window titled "Vendor Sources: GS-06P-00-CUP-0109". It has a menu bar with "File", "Tools", "Options", and "Forms". Below the menu is a toolbar with various icons. The main area is a table with the following columns: Name, FSC/PSC, Response, Total Extended, Vendor ID, Business Size, and Owner/Minority. The table is currently empty. At the bottom of the window, there is a status bar that says "Enter data or press ESC to end."

Figure 24 - Vendor Sources Browser

Rotating Vendors

To rotate vendors, click the *Rotate Vendors* button from the *Vendor Sources Browser*. The *Rotate Vendors Screen* will display (fig. 25).



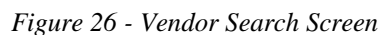
The screenshot shows a window titled "Rotate Vendors". It has a "Rotate" tab. The fields are: PR Number: NIST-00-1005, Solicitation PIIN: GS-06P-00-CUP-0109, FSC Code: A01K (with a magnifying glass icon), Number of Bidders: 0, and Small Business Set-Aside? (checkbox). At the bottom are buttons for "OK", "Cancel", and "Help".

Figure 25 - Rotate Vendors Screen

Click the *OK* button and return to the *Vendor Sources Browser*, that displays three vendors with the same associated FSC code "A01K" (fig. 26).



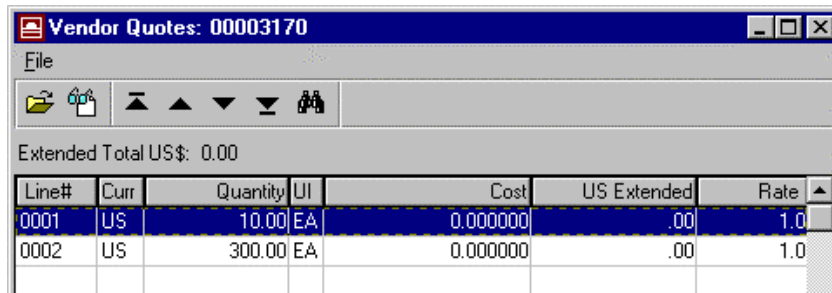
To add vendors manually to the *Vendors Sources Browser*, select *File/New*, that will display the *Vendor Serach Screen* (fig. 26).



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Evaluating Bids

To enter received bids into the *Vendor Sources Browser*, select *Tools/Enter Bids* menu option (fig. 27).

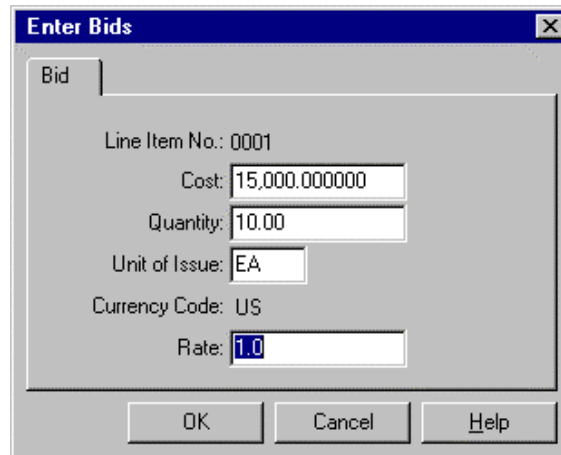


Line#	Curr	Quantity	UI	Cost	US Extended	Rate
0001	US	10.00	EA	0.000000	.00	1.0
0002	US	300.00	EA	0.000000	.00	1.0

Figure 27 - Vendor Quotes Screen

From the *Vendor Quotes Browser*, users will highlight the first line item on the browser, and click the *Open* button.

From the *Enter Bids Screen*, users will enter the cost is listed on the received bid (fig. 28) Users will adjust the quantity, unit of issue, and rate as noted on the received bid, if necessary.



Enter Bids

Bid

Line Item No.: 0001

Cost: 15,000.000000

Quantity: 10.00

Unit of Issue: EA

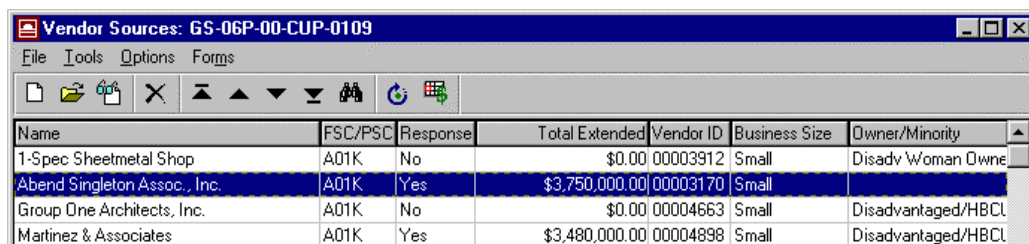
Currency Code: US

Rate: 1.0

OK Cancel Help

Figure 28 - Enter Bids Screen

Continue entering bid information for each line item until he/she returns to the *Vendor Sources Browser* that will display the total extended amount for the vendor which users entered bids (fig. 29).



Name	FSC/PSC	Response	Total Extended	Vendor ID	Business Size	Owner/Minority
1-Spec Sheetmetal Shop	A01K	No	\$0.00	00003912	Small	Disadv Woman Owne
Abend Singleton Assoc., Inc.	A01K	Yes	\$3,750,000.00	00003170	Small	
Group One Architects, Inc.	A01K	No	\$0.00	00004663	Small	Disadvantaged/HBCL
Martinez & Associates	A01K	Yes	\$3,480,000.00	00004898	Small	Disadvantaged/HBCL

Figure 29 - Vendor Sources Browser - Entered Bid

Vendor Responses with Bids

Once users have entered bids for a vendor, the Response column will automatically display the word "Yes".

Vendor Responses without Bids

Users have the ability to respond to a solicitation without bidding on the solicitation, by selecting the *Options/Response* menu option.

The Response column will automatically display the word "Yes".

Deleting Vendors from the Vendors Sources Browser

Highlight the vendor that needs to be deleted from the browser, and click the *Delete* button located on the *Vendor Sources Browser* toolbar. The vendor is deleted from the browser.

Choosing an Apparent Winner

To select a winning vendor, highlight the vendor, and select the *Options/Apparent Winner* menu option (fig. 30).

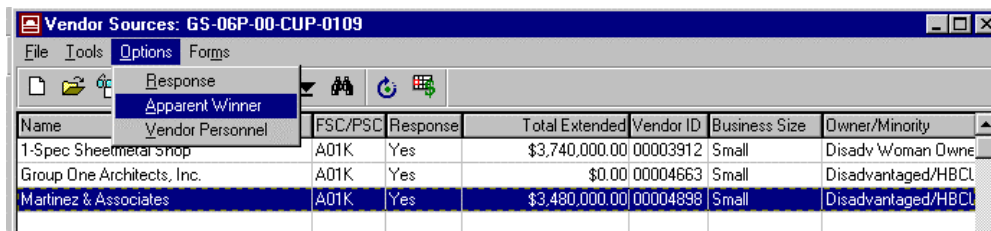


Figure 30 - Vendor Sources Browser - Options/Apparent Winner

Note: Once the winning vendor is selected, that particular vendor will be highlighted in blue text.

Since an apparent winner has been assigned, when an award is created, the winning vendor will display automatically within the Admin portion of the award.